



JOB TITLE: Campus Director of Donor Development
DEPARTMENT: Advancement
CAMPUS: Portland
SUPERVISOR: VP for Campus Relations
FLSA STATUS: Exempt

MAJOR PURPOSE

The Director of Campus Donor Development is responsible for leading successful fundraising initiatives, managing teams, and implementing strategy across the Advancement Department. This position implements, executes, and evaluates the annual fund and donor/alumni/parent relations annual campaigns. The position requires a skilled manager, communicator, and leader who is passionate about the mission and represents Jessup to internal and external stakeholders with professionalism and integrity. This person must also be able to collaborate equally well with executives, board members, and staff.

This position, while managed by a Campus VP, is also accountable to the corresponding University department leadership for specific duties and conformity and alignment with the policies and procedures of the University.

This position is a minimum of 50% in person and is required to be available for on campus meetings, team collaboration, and other meetings as needed. Remote work options are available as agreed upon with the supervisor.

A consumer credit check is required

ESSENTIAL FUNCTIONS

- Provides management and ongoing development of robust communications, marketing, appeals and annual fund strategy crossing all levels of the donor pyramid
- Manages and directs all fundraising efforts and appeals (i.e., Give:24, phonathon, direct mail, crowdfunding appeals, special project campaign appeals, Special events) to donors, and creates special donor cultivation opportunities
- Provides oversight of all immediate-use and endowed donor-designated scholarships.
- Supervises and manages advancement services and donor relations team members for optimal system architecture and positive donor care
- In collaboration with Associate Vice President of University Advancement (AVPA), develops a campus strategy for all annual fund and donor relations activities and efforts
- Cultivates and nurtures relationships with all current and prospective donor types: individuals, corporations, churches, businesses, and foundations
- Manages a portfolio of donors with the purpose of identifying, qualifying, cultivating, soliciting, and stewarding leadership, major, and planned giving donors (125 households, businesses, and/or foundations)
- Develops, maintains, and expand the donor base; manages the annual fund campaign while cultivating leadership and major giving
- In collaboration with the AVPA, manages the advancement services products and outputs that positively impact donor relations, cultivation and stewardship

- Represents the University's mission in community organizations, business groups and clubs for networking and University exposure leveraging for matching gifts, alumni benefits members, sponsorships and annual campaign donors
- Establishes short and long-range goals for unrestricted funding sources
- Broadens "new donors/grow donors" according to predetermined goals by focusing on creative communications, events, programs, personal meetings, social media, direct mail, phone calls and phone-a-thons
- Support advancement activities across all development spectrum to ensure daily activities and operations are maintained and successfully executed
- Must be able and willing to travel and work irregular hours as needed
- Other duties as assigned

QUALIFICATIONS

Education/Certifications

- Bachelor's degree required, Master's degree preferred

Required Knowledge/Experience

- Detailed and in-depth knowledge of fundraising and understanding of the donor life cycle
- At least three years of fundraising experience
- Experience in finance, sales, and/or marketing preferred
- Proven leadership capabilities demonstrating capacity to direct, lead and guide a successful team
- Experience securing multi year major gifts
- Knowledge of planned giving techniques and vehicles
- Proficient computer, database, technology and social media skills
- Experience researching and analyzing large groups of data to uncover prospects

Skills/Abilities

- Ability to develop and maintain effective donor relationships
- Excellent verbal and written communication aptitude
- Able to lead and motivate team members that maximize skills and promote development
- Capable of mobilizing and motivating volunteers and/or student workers
- Ability to understand the needs and interests of donors in order to develop or strengthen relationships with the University
- Possess excellent verbal and written communication skills
- Work well in a team environment and be able to accept input as well as supervisory guidance
- Self-starter who regularly sets and achieves activity and results-driven goals
- Capable of handling numerous tasks at once while meeting deadlines
- Priority must be given to direct contact with donors

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete, and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date